

TOWN OF NIVERVILLE

<i>Section</i>	Personnel	<i>Classification</i>	
<i>Subject</i>	Permits Clerk	<i>Pages</i>	3
<i>Authority</i>	Chief Administrative Officer	<i>Effective Date</i>	March 8, 2023
<i>Approved (date and resolution number)</i>		<i>Index Number</i>	

POSITION TITLE:	Permits Clerk
REPORTS TO:	Assistant CAO / Planning Officer

POSITION SUMMARY

Performs a supportive administrative and clerical role to the Town's Planning Department, serving as the primary point person for building permit processing, responding to basic Niverville Zoning Bylaw inquiries, and (basic) matters relating to *The Planning Act*. Secondary role to include preparing minutes, back-up reception duties, a broad range of administrative duties and other duties as assigned.

PRIMARY ACCOUNTABILITIES

1. Provides supportive administrative and clerical role to the Town's Planning Department, working with the Planning Clerk to issue building permits and respond to inquiries, ensuring all matters are responded to in an efficient, timely and professional manner.
2. Responsible for working with the Planning Clerk and Assistant CAO in the preparation of documentation for conditional use and variation applications and other Planning related matters, and responding to general Zoning Bylaw and Planning inquiries.
3. Responsible for preparation of minutes from audio or video files and when requested, taking the minutes of meetings in person and preparing them in an efficient, timely and professional manner.
4. Responsible for general database updates for building permits and planning related items.
5. Responsible for the security deposit administration, including responding to inquiries and preparing vouchers for processing.

6. Serves as a backup role for reception, inspection bookings, entering electronic payments, property tax inquiries and responding to requests.
7. Assists in the research for policy and bylaw preparation and other such projects as requested.
8. May be called upon to do errands such as but not limited to Post Office runs, posting of public notices, changing the Town sign, pick up of supplies and deliveries.
9. May be called upon to do errands for the Town's recreation department.
10. Other duties related to the Town's Emergency Response as assigned.
11. Other duties related to Municipal Elections as requested by the SEO.
12. Other duties as requested by either the Assistant CAO or CAO.

PRIMARY QUALIFICATIONS:

1. Positive outgoing personality with experience helping and addressing members of community within the Town guidelines;
2. Self-motivated individual and team player who is able to act both independently and with others to implement policies/directives of CAO/Assistant CAO;
3. Ability to interpret and make decisions in accordance with laws, regulations and established policies;
4. Ability to type at a speed of 55 words per minute (net) from clear printed copy;
5. Proven organizational skills with an aptitude for detailed output and accompanied with a strong deadline orientation, ability to prioritize workload; and
6. Experience in handling inquiries in a comprehensive and confidential manner.
7. Valid Manitoba Class 5 Driver's License.

TECHNICAL COMPETENCIES

- ✓ Ability to enter data with a high level of efficiency and accuracy
- ✓ Practical knowledge and experience in computer systems for business applications.
- ✓ Aptitude for focusing attention to detail is a requirement.
- ✓ Previous Office experience desired.
- ✓ A positive proactive attitude.
- ✓ Experience in dealing with the Public is considered an asset.
- ✓ Experience with Planning and Development is considered an asset.
- ✓ Minimum of High School diploma or equivalent.
- ✓ Previous experience taking and preparing minutes desired.

CORE COMPETENCIES

- ✓ Integrity & Trust Seen as a direct, truthful individual; widely trusted and adheres to a strong set of core values.
- ✓ Accountability Understands the role of leadership; make oneself accountable to manager(s)/ supervisor(s) relating to one's work performance.
- ✓ Service Orientation Demonstrates concern for meeting internal and external ratepayer needs in a manner that provides satisfaction for the ratepayer within the resources that can be made available.

BEHAVIOURAL COMPETENCIES

- ✓ Interpersonal Skills.... Relates well with all kinds of people, inside and outside the organization.
- ✓ Problem Solving..... Identifies problems and uses logic, judgment, and data to Evaluate alternatives and recommend solutions to achieve the desired organizational goal or outcome.
- ✓ Conflict Resolution.... Pursues a variety of approaches to manage and resolve ` concerns, disagreement, and conflict.
- ✓ Time Management Is conscious of time and work quality and how it relates to task completion, through appropriate communication with supervisors, adequately preparing and following through with assignments in a timely manner.
- ✓ Attention to Detail.... Ensures information, task or assignment is completed thoroughly and accurately.

GENERAL:

Employee is expected to work 30 hours per week, with the potential to increase to 40 hours per week.

PROBATION PERIOD

The employee shall have a 3-month probation period, if a new hire.

PLACE OF WORK

Work location: Administration Office